



**Nevada Legislative Counsel Bureau
Fiscal Analysis Division
Position Announcement**

Budgetary Program Analyst

The Fiscal Analysis Division is a nonpartisan agency that provides independent review and analysis of budgetary and fiscal matters for the Nevada Legislature. The division is responsible for the following: reviewing and recommending changes to The Executive Budget and expenditure requirements for the operation of state agencies; providing projections of expenditures and revenues for state government to aid the legislative money committees in developing budget and fiscal policy; assisting the Legislature in the interpretation of data related to the fiscal operations of state and local government; analyzing appropriation and revenue bills and bills having a fiscal impact on the operations of state government; analyzing state government programs; analyzing and researching state and local tax policy; and reviewing and preparing fiscal notes for proposed and enacted legislation.

The Position

Under general direction, the Budgetary Program Analyst is responsible for independently providing analyses and making recommendations concerning the biennial budget and planning process, and monitoring state agency budgets, programs and performance during the interim period between legislative sessions. The duties are varied and involve complex agency budget assignments that require research and statistical analysis of staffing ratios, historical data, economic conditions, and national trends and standards; the preparation and presentation of a wide variety of information to legislative committees, executive branch agencies and other interested parties; the ability to develop input, recommendations and alternatives for legislative consideration; and the analysis of new budget and program proposals and initiatives. The position requires the ability to analyze state agency budgets from a fiscal and programmatic perspective; the ability to evaluate the operations of state agencies with respect to the efficiency and/or effectiveness in reaching established goals and objectives, legislative intent and organizational structure; and the ability to develop and summarize findings and, as necessary, present the findings orally and in writing.

The incumbent must be able to perform assignments timely with a high degree of precision and accuracy. Assignments may have multiple deadlines, requiring the incumbent to be versatile and able to work within a fluid environment. The incumbent must possess the skills and ability to write clearly and concisely and to present accurate verbal testimony to legislative committees on budget and related fiscal issues. The incumbent must be able to establish and maintain positive working relationships with legislators and legislative staff, department heads and managers, agency fiscal staff and professionals participating in the legislative process. Personal computer skills, including spreadsheet and word processing capabilities, are required.

Minimum Qualifications

Bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, economics, political science or closely related field. Preference will be given to applicants with four years of progressively responsible experience in professional budgeting, financial management or management analysis, or program management; although recent college graduates with less than four years of work experience may also be considered.

Salary

The salary range is from \$61,950.96 to \$93,187.44 annually (employee/employer-paid state retirement), depending on qualifications and experience. The requirement for 48 hours of furlough leave annually for this position will reduce the salary initially. The salary range for recent college graduates with less than the required experience may be adjusted to a level comparable to an entry-level professional position. All state benefits apply. An employer-paid retirement contribution plan is available at a reduced gross salary. During legislative sessions, the Budgetary Program Analyst is required to work a significant amount of overtime, which is compensated on a straight-time basis.

All applicants must submit an LCB Job Application, and are encouraged to submit a letter of application and a resume. The LCB Job Application is available at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications must be submitted to the attention of Ken Kruse, Legislative Counsel Bureau, Fiscal Analysis Division, 401 South Carson Street, Carson City, Nevada 89701-4747 no later than August 23, 2013. Please direct inquiries to Cindy Jones or Mark Krmpotic at (775) 684-6821.